

Report of Dropouts 1999 – 2000 School Year

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SCHEDULE OF EVENTS

<u>Date</u>	<u>Event</u>
9/22/00	Division Superintendents notified of Report of Dropouts being available on the Web
11/6/00	Report of Dropouts due to Department of Education
11/10/00	Late calls to division superintendents for reports not received as of 11/6/00
11/30/00	Final date for verification of data (verification sign-off form) on dropouts reports from division superintendents
12/15/00	Dropout data available for distribution

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INSTRUCTIONS FOR COMPLETING THE REPORT OF DROPOUTS 1999-2000 School Year Through Summer 2000

Who Must File a Dropout Report?

The 1999-2000 Report of Dropouts is to be completed for each school that had membership in any grades 7 through 12. Each school that had students age 12 or older in membership in ungraded classrooms, (e.g., self-contained special education classroom, alternative education program, etc. for which separate attendance registers were kept) must also file a dropout report with the Department of Education.

Beginning with the September 30, 1999, fall membership reporting, school divisions were requested to report students with disabilities and students in alternative education programs by grade level. (Refer to Admin. Supts. Memo No. 77 dated September 3, 1999). Students reported by grade level on the 1999 fall membership report should also be reported by the same grade level if they are reported as dropouts.

How Do We Submit the Report?

The electronic dropout file should be e-mailed to dropouts@pen.k12.va.us and should include all schools in one file. The file should be saved as DROPPXX.TXT (where XXX is the three-digit number shown for your school division in the drop-down list on the contact sheet).

What Is the Definition of a Dropout?

A *dropout* is an individual who:

1. Was enrolled in school at some time during the previous school year and was not enrolled on October 1 of the current school year, or
2. Was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before);
3. Has not graduated from high school or completed a state- or district-approved educational program;
4. Does not meet any of the following exclusionary conditions:
 - a. Transfer to another public school district, private school, or state- or district-approved education program;
 - b. Temporary school-recognized absence due to suspension or illness;
 - c. Death.

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How Do We Determine if a Student Should Be Counted as a Dropout?

1999-2000 Report of Dropouts

A student who was enrolled in school at some time during the 1999-2000 school year, has not graduated or completed an educational program, does not meet the exclusionary conditions, and is not enrolled by October 1, 2000, is counted as a 1999-2000 dropout. A student who returns to school after October 1, 2000, (the snapshot day) is counted as a dropout for the 1999-2000 school year.

Example: Johnny was withdrawn from school on May 1, 2000, because he had been absent for 15 days. He has not met the graduation requirements, and he did not transfer to another school. He does not return to school until October 5, 2000, so he would be counted as a 1999-2000 dropout.

A student who was enrolled in school during 1999-2000, left school prior to the end of the school year, but is re-enrolled on or before October 1, 2000, is not counted as a dropout.

Example: Susie did not return to school after spring break, and she did not transfer to another school. However, she did re-enroll in school on September 5, 2000. Since she re-enrolled in school prior to October 1, 2000, she is not counted as a dropout.

Students who transfer to an adult General Education Development (GED) program are dropouts unless the students are of *school age* and the school district tracks the students and reports them as dropouts should they leave the adult GED program or not complete their GED requirements.

“Person of school age” means a person who will have reached his fifth birthday on or before September 30 of the school year and who has not reached twenty years of age on or before August first of the school year” (Section 22.1-1, Code of Virginia). “Handicapped children” means those persons (i) who are aged two to twenty-one, inclusive ...” (Section 22.1-213, Code of Virginia).

Example 1: Jim, whose date of birth is July 3, 1980, was transferred to the adult GED program as a part of the dropout prevention program he was enrolled in during 1999-2000. If Jim has completed the GED requirements on or before October 1, 2000, he is not counted as a dropout. However, if Jim has not completed the GED requirements by October 1, 2000, he would be counted as a dropout on the 1999-2000 Report of Dropouts because he is overage.

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Example 2: Jane, whose date of birth is December 12, 1980, was transferred to the adult GED program on April 3, 2000, as a part of an alternative program. She has not completed the GED requirements by October 1, 2000, but she is continuing in the GED program. She is not counted as a dropout in 1999-2000.

For the 1999-2000 Report of Dropouts, a student who completed the 1999-2000 school year but failed to enroll in school on or before October 1, 2000, is counted as a 1999-2000 dropout from the school and in the grade that the student attended in 1999-2000. **The 1999-2000 Report of Dropouts is the last year that summer dropouts will be reported as dropouts for the previous school year.** To identify students who dropped out between the last day of the 1999-2000 school year and October 1, 2000, it may be helpful to refer to the principal's report to the division superintendent of children not enrolled in school (see Sections 22.1-260 A. and 22.1-261, Code of Virginia).

“§ 22.1-260. Report of children enrolled and not enrolled. A. Within ten days after the opening of the school, each public school principal shall report to the division superintendent;

1. The name, age and grade of each pupil enrolled in the school, and the name and address of the pupil's parent or guardian; and
2. To the best of the principals' information, the name of each child subject to the provisions of this article who is not enrolled in school with the name and address of the child's parent or guardian.”

“§ 22.1-261. Division superintendent to make list of children not enrolled; duties of attendance officer. The division superintendent shall check the reports submitted pursuant to § 22.1-260 with the last school census and with reports from the State Registrar of Vital Records and Health Statistics. From these reports and from any other reliable source the division superintendent shall, within five days after receiving all reports submitted pursuant to § 22.1-260, make a list of the names of children who are not enrolled in any school and who are not exempt from school attendance. It shall be the duty of the attendance officer to investigate all cases of non-enrollment and, when no valid reason is found therefor, to notify the parent, guardian or other person having control of the child to require the attendance of such child at the school within three days from the date of such notice.”

Example: Brian completed grade 8 in Hometown Middle School in 1999-2000, but he did not enroll in grade 9 in Sunnyside High School on or before October 1, 2000. He should be reported as a grade 8 dropout in Hometown Middle school on the 1999-2000 Report of Dropouts.

2000-2001 Report of Dropouts

Report of Dropouts

1999 - 2000 School Year

Beginning with the 2000-2001 Report of Dropouts, students who complete the previous school year but fail to enroll by October 1 will be counted as dropouts for the grade, school, and year in which they fail to return to school. The 1999-2000 Report of Dropouts is the last year that summer dropouts will be reported as dropouts for the previous school year in the grade they have already completed. This means that the students who completed the 1999-2000 school year but fail to enroll by October 1, 2000 will be counted as dropouts on the 2000-2001 Report of Dropouts.

Example: James completes grade 6 in Northwest Middle School in 1999-2000, but he does not enroll in grade 7 by October 1, 2000. He should be reported on the 2000-2001 Report of Dropouts as a grade 7 dropout from Northwest Middle School.

To fully implement the change in reporting students who drop out between school years, the students who dropped out over the summer 2000 will be counted on the 1999-2000 Report of Dropouts and then will be included in the 2000-2001 count along with the grade 7 students who fail to enroll by October 1, 2001. Although some students may be included in the counts for both years, this would not inflate your rates because each report is a snapshot of a one-year reporting period.

How Is the Dropout Rate Calculated?

1999-2000

The 1999-2000 dropout rate will be calculated as the number of 1999-2000 dropouts divided by the 1999-2000 end-of-year membership plus the number of dropouts.

2000-2001

Beginning with the 2000-2001 dropout reporting, the dropout rate will be calculated as the number of dropouts for a given school year divided by membership on September 30th of that school year.

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INSTRUCTIONS FOR DROPOUT EXCEL SPREADSHEET

Downloading the Dropout Excel File

The dropout Excel spreadsheet can be downloaded from the Virginia Department of Education's web site at <http://www.pen.k12.va.us> by selecting "Reports" And then selecting "Collection of Report of Dropouts 1999-2000." The complete address for accessing the dropout spreadsheet is <http://www.pen.k12.va.us/VDOE/Publications/dropouts/datacoll/coll.htm>.



Figure 1. DOE Web Site

Report of Dropouts 1999 - 2000 School Year

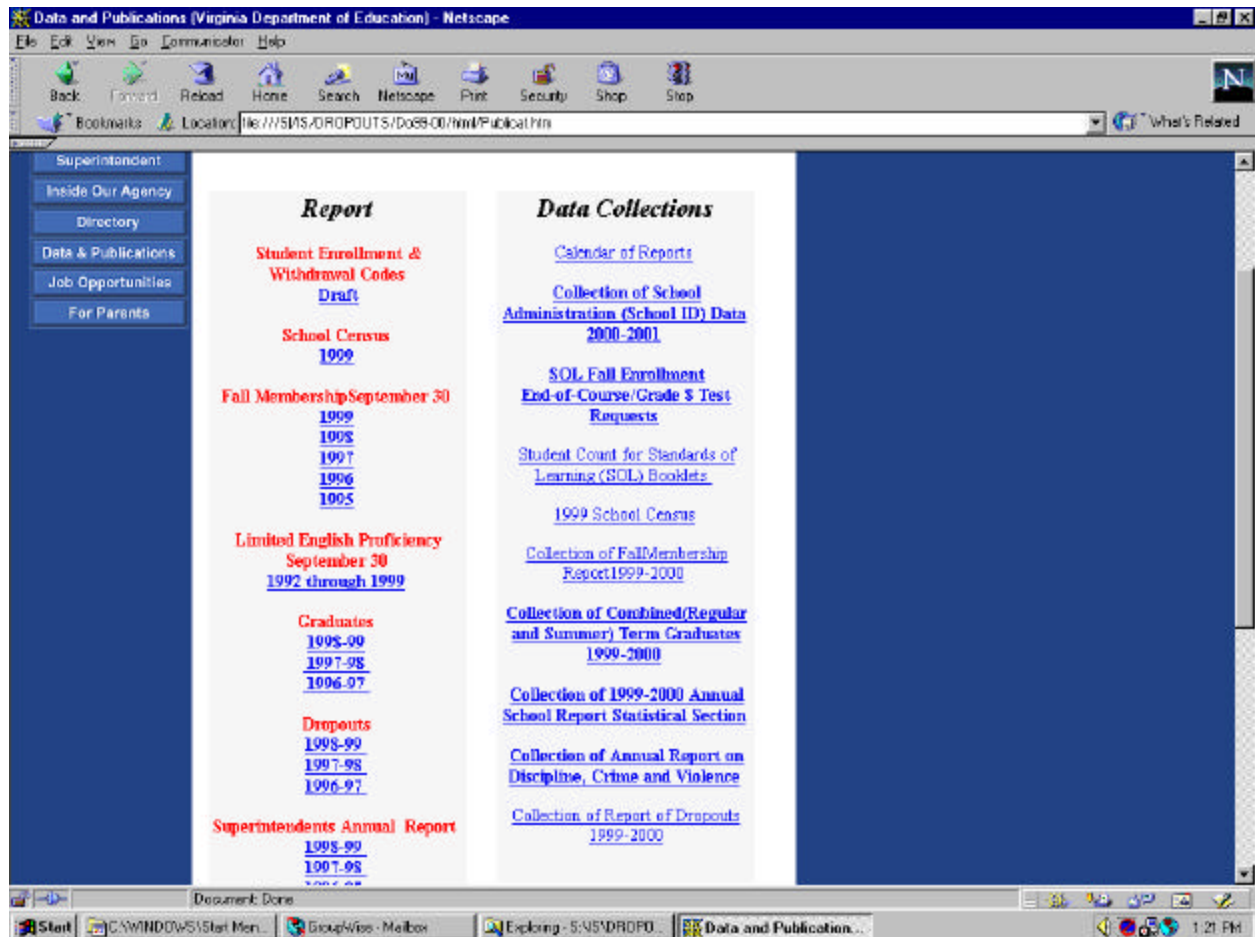


Figure 2. DOE Reports

Note: These instructions have been developed using Excel 97; some messages may be displayed slightly different if you are using a different version.

Report of Dropouts 1999 - 2000 School Year

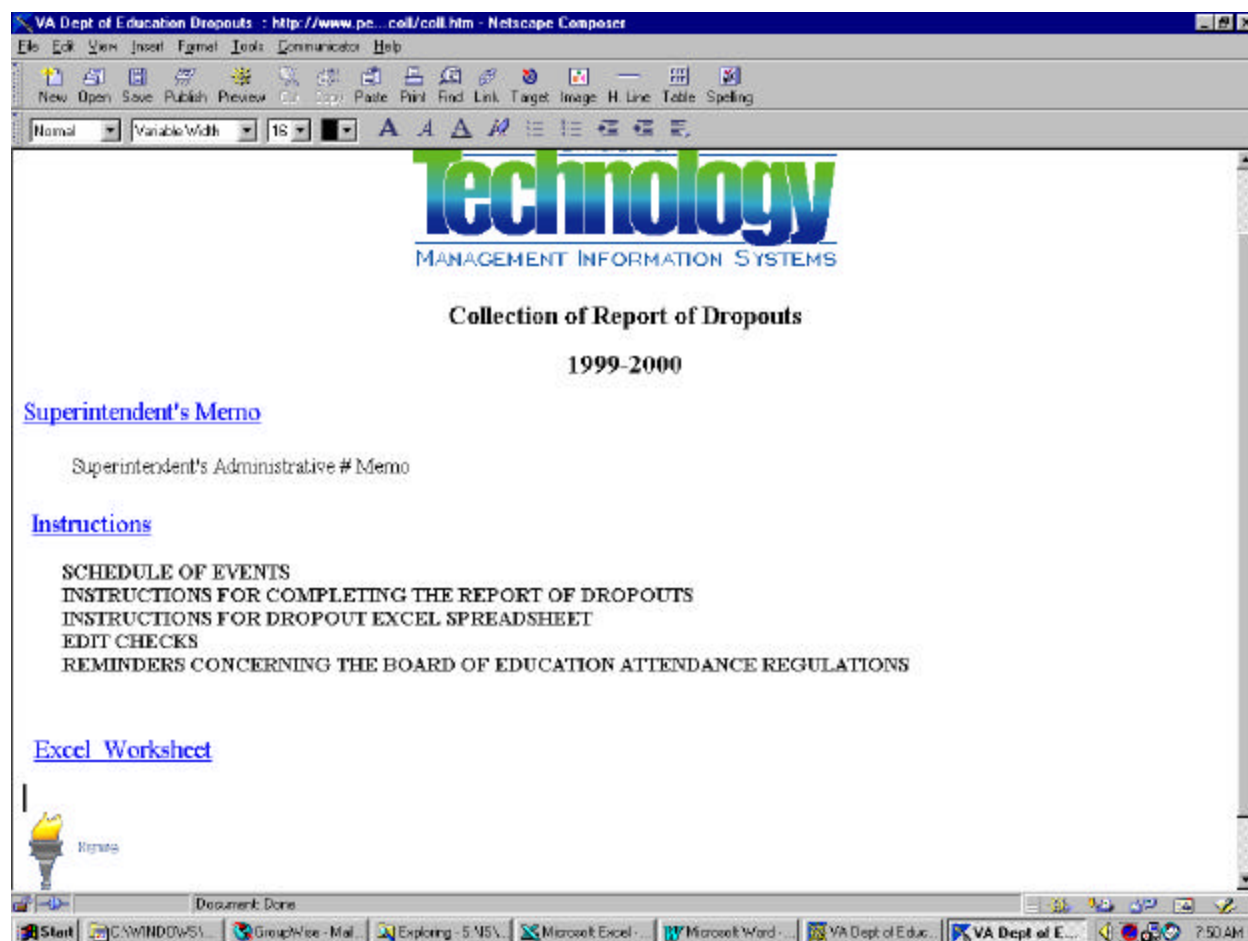


Figure 3. Report of Dropouts Menu

When you click on **Excel Worksheet** (using Netscape as your browser), you will get a message notifying you that you have chosen to download a file (Figure 4). Choose the option that allows you to save the file. In the **Save As** dialog box choose the directory and subdirectory (folder) where you want the dropout Excel file saved on your computer. Then click on the **Save** button to save the file to your computer. Close the web browser. **NOTE:** If you are using Internet Explorer and the Excel Worksheet opens immediately when you click on it without providing a save option, you should go back to the web site and click on **Excel Worksheet** with the **right mouse button**. You will get a menu from which you should choose to **Save Target As**, and then you will get the dialog box that allows you to save the dropout file.

Report of Dropouts 1999 - 2000 School Year

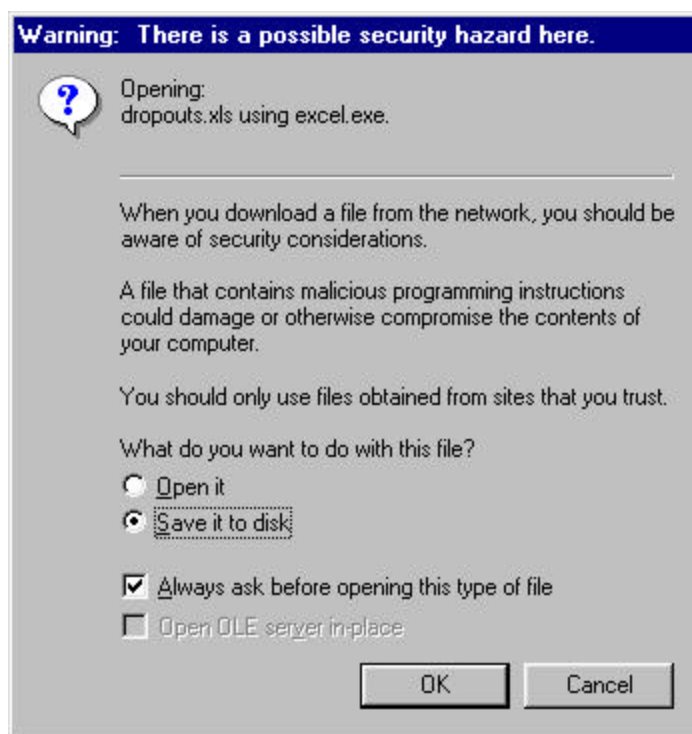


Figure 4. Saving File

Opening the Dropout Spreadsheet

Open the Excel application. Open the dropout spreadsheet file (DROPOUT.XLS) that you downloaded from the web site. Since this file contains macros to design the spreadsheet specific to your school division, you will need to choose to Enable Macros if you get any warning about the macros.

The dropout spreadsheet will open to the contact worksheet. When the file opens, make sure you are on the contact sheet as noted by the highlighted tab at the bottom of the worksheet. An example of the contact worksheet is illustrated on the next page of this document.

Report of Dropouts 1999 - 2000 School Year



Figure 5. Opening the Dropout Worksheet

Contact Sheet

The contact worksheet must include information for the contact person in the central office who can answer questions regarding the data submitted for all schools in your division. Please do not submit a separate contact sheet for each school.

Specific contact data are required as indicated in the listing below. Please provide all information that is available for the contact person.

Title - Mr., Mrs. (optional)

First Name - Enter your First name (**required**)

Middle Name - Enter your middle name or middle initial (optional)

Last Name - Enter your last name (**required**)

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Name Suffix - i.e. Jr., Sr. (optional)

Position Title - the title of your position (optional)

Phone Number - Include your area code and seven-digit number (required) **PLEASE DO NOT INCLUDE SPACES, DASHES OR ANY OTHER PUNCTUATION IN THE PHONE NUMBER--ONLY 10 NUMBERS.**

Fax Number - Include your area code and seven-digit number (required) **PLEASE DO NOT INCLUDE SPACES, DASHES OR ANY OTHER PUNCTUATION IN THE PHONE NUMBER--ONLY 10 NUMBERS.**

E-mail address - Enter your e-mail address (optional)

Mailing Address (1) - Enter the first line of your address if incorrect or blank

Mailing Address (2) - Enter second line if necessary

Mailing City - Enter City if incorrect or blank

Zip Code - Enter zip

Microsoft Excel - dropoutsEDM

File Edit View Insert Format Tools Data Window Help

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A1 =

VIRGINIA DEPARTMENT OF EDUCATION
OFFICE OF MANAGEMENT INFORMATION SYSTEMS
REPORT OF DROPOUTS
1999-2000 SCHOOL YEAR THROUGH SUMMER 2000

Division Number and Name:

**This form should accompany the submission of your Report of Dropouts.
Please ensure that all information is complete and accurate. Please
provide information below about the CENTRAL OFFICE CONTACT PERSON
who can answer questions regarding the data for ALL SCHOOLS.**

Contact Person's

Title:	
First Name:	
Middle Name:	
Last Name:	
Name Suffix:	
Position Title:	
Phone Number:	
Fax Number:	

**When This Sheet and All
School Sheets have been
completed, Click
PROCESS**

PROCESS

Ready NUM

Figure 6. Contact Sheet

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Customizing the Worksheet for Your School Division

Just above the contact data is a drop-down list that includes the name and number of all school divisions that are required to report dropouts. Click on the down arrow and scroll down the listing to locate the name and number for your school division. When you locate your school division name, click on it to highlight it.

After you have selected your division name and number, you will see a message box asking if this is the correct division. If the school division in the message box is correct, click on the **Yes** button. If the school division listed in the message box is not the correct school division name, then click on the **No** button. Return to the drop-down listing of school divisions, and repeat the selection process.

Figure 7. Verification of School Division Name

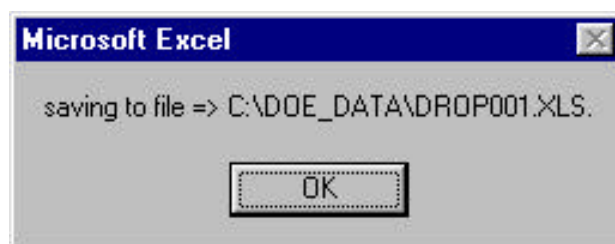
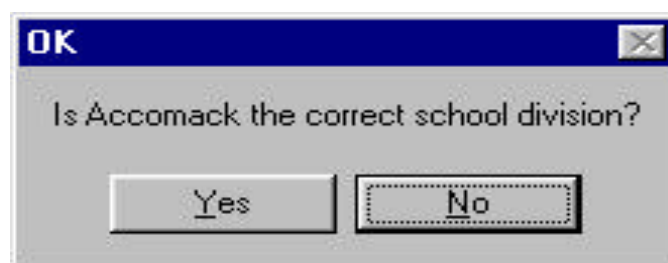


Figure 8. Saving File

When you click on **Yes** to verify that the school division you selected is the correct one; another dialog box will pop up to let you know where the file is being saved. Please note that the file is saved to the **DOE_DATA** subdirectory (folder) with the name **DROPxxx.XLS** where xxx is your three-digit school division number. Click on **OK** to save the file and begin customizing the workbook for your school division.

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School Dropout Report Worksheets

The Excel spreadsheet is designed to create a worksheet for each of your schools that has grade seven or higher (according to our records). Return all worksheets, even if the school had zero dropouts. **Before you begin keying in any information, check to ensure that a separate worksheet has been created for each of your schools that had grade 7 or higher in the 1999-2000 school year.**

Figure 9. School Dropout Report Worksheet

Complete the dropout information for each school according to the instructions for each section. When you have completed entering data for a school, click on the next school sheet and continue entering data for all schools. **To report students age 12 or older who may be enrolled in ungraded classrooms in schools not having grade seven or higher or schools operating solely on the ungraded grade level, click on the School Checklist worksheet and choose the Add a School button (see next Figure 10).**

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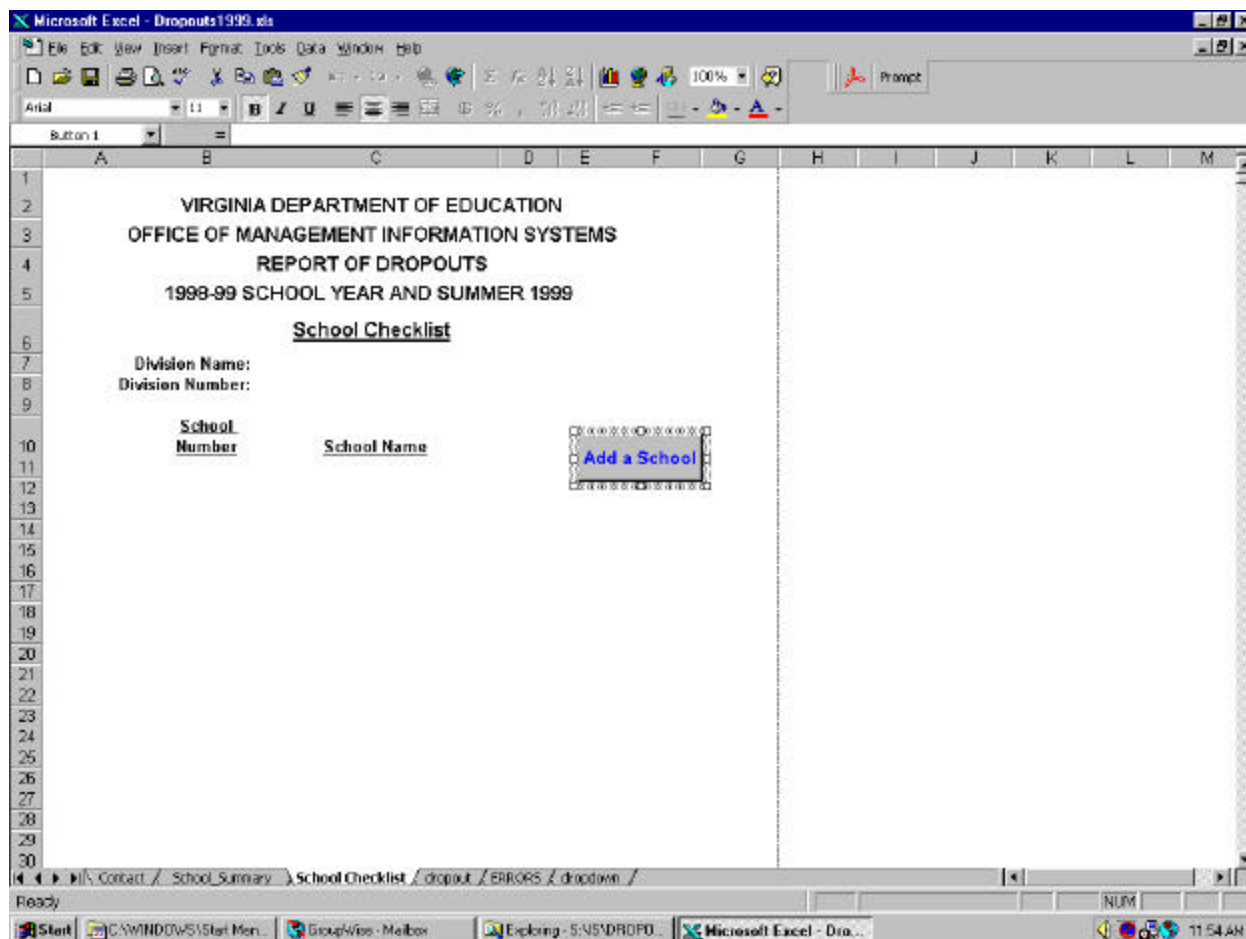


Figure 10. Add a School

Count of Dropouts by Racial/Ethnic Category, Grade and Gender

In this section you will report the 1999-00 school year and summer 2000 dropouts by racial/ethnic category, by gender and grade level.

The definitions of the racial/ethnic categories are provided below:

- American Indian or Alaska Native - A person having origins (ancestry) in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.
- Asian or Pacific Islander - A person having origins (ancestry) in any of the original peoples of the Far East, Southeast Asia, the Pacific Islands, or the Indian subcontinent. Included, for example, are peoples of China, Japan, Korea, the Philippine Islands, Samoa, and India.

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- Black, not of Hispanic Origin - A person having origins (ancestry) in any of the black racial groups of Africa.
- Hispanic - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin (ancestry), regardless of race.
- White, not of Hispanic Origin - A person having origins (ancestry) in any of the original peoples of Europe, North Africa, or the Middle East.

Count of Dropouts by Reason, Grade and Gender

Report dropouts by grade, gender and **primary** reason for dropping out of school using the definitions provided below. Individual students should be reported as a dropout only once.

- Achievement problems (low achievement, low motivation, low interest, etc.)
- Behavioral difficulties (suspension or expulsion, incarceration, runaway, truancy, poor relationships with peers or adults, etc.)
- Health problems (physical or mental illness, injury, substance abuse, etc.)
- Family (pregnancy, parenthood, marriage, needed at home, etc.)
- Financial hardship (extreme poverty, working to support self or family, etc.)
- Employed (took a job, joined armed forces, entered Job Corps or similar program, etc.)
- Moved (no longer resides in the area and current status is unknown after appropriate investigation by the attendance officer.)

Additional Information

- The relationship between these two sections of the report is such that each column total in **Total Dropouts by Race/Ethnicity** MUST EQUAL the corresponding column total in **Total Dropouts by Reason**.
- In item 3, report the breakdown of dropouts as appropriate for each of the two questions.
- In item 4, report the end-of-year membership of all special education students in grades 7-12

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including ungraded special education students ages 12 or older as of January 1, 2000.

- In item 5, report dropouts from the prior reporting year whom return any time during the current reporting year.

PROCESSING THE WORKBOOK

When you have finished entering data for all schools in your division, return to the Contact Sheet to process the workbook. Click on the **Process** button located opposite the contact information. Processing includes functions to check for errors and to write out an ASCII file once all errors have been corrected.

Macros have been incorporated into the spreadsheet to edit cells that must contain numeric data and to edit totals/cells that must be equal or within specific ranges of other totals/cells as noted below. If any errors are found, an **Errors** worksheet is created (Figure 11). This worksheet will include a listing of the errors found, including the name of the worksheet where the error was found, the cell location, and a message to assist you in identifying the error. Review the errors and make corrections

Sheet	Cell	Error
Contact	D11	Contact's First Name is required.
Contact	D13	Contact's Last Name is required.
Contact	D16	Contact's Telephone Number is required.
Contact	D17	Contact's Mailing Address is required.
Contact	D18	Contact's Email Address is required.
Contact	D19	Contact's Mailing Address is required.
Contact	D21	Contact's Mailing City is required.
Contact	D23	Contact's Zip Code is required.
MONTICELLO HIGH	P16, P25	Total of Dropouts by Reason does not match Total of Dropouts by Ethnicity.

as indicated and then go back and process the workbook again.

Figure 11. Error Sheet

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Once you have completed all revisions, you should click on the **"Process"** button again. If you have no errors, a window will appear asking you if this is a "TEST", "RESUBMISSION" or "ACTUAL" (Figure 12). Enter the appropriate letter for your data.

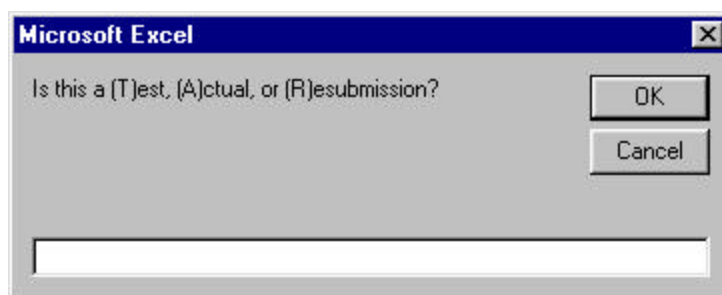


Figure 12. Test, Actual, or Resubmission Box

Another window will then appear indicating that an ASCII text file has been created that will need to be sent to us (Figure 13).



Figure 13. Data File (ASCII) Created

SUBMITTING THE DROPOUT REPORT

E-mail the dropout ASCII text file (dropXXX.txt) which can be found in the directory C:\doe_data on your local drive, to dropouts@pen.k12.va.us after you have completed and reviewed all information. Retain the Excel file (dropxxx.xls) at your site for future reference if needed.

SUMMARY OF PROCEDURES AND HELPFUL HINTS

1. REPORTS ARE DUE IN RICHMOND ON NOVEMBER 6, 2000

It is important that we adhere to this due date. Dropout data are needed by Department of Education staff and members of the Virginia General Assembly to plan and develop budgets and

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programs before the start of the legislative session in January. Dropout statistics will be reported on the School Performance Report Card in October 2001. The Department's short processing period for this report also coincides with the Thanksgiving holidays. We must receive, enter, edit, and verify dropout data before the start of the winter holidays. We expect to be able to publish these statistics in December. We sincerely appreciate your submitting the dropout report in advance of the due date if possible.

2. WHO MUST REPORT?

The Report of Dropouts, 1999-00 School Year and Summer 2000, must be completed for each of your schools that had membership in any of grades seven through twelve or had students age twelve or older (on January 1, 2000) in ungraded classrooms (e.g., self-contained special education classrooms or alternative education programs for which separate attendance registers were kept) during the 1999-00 school year. Only those students who were reported as ungraded on the 1999 Fall Membership Report should be included in the ungraded classification. The form should not be completed for Vocational/Technical, Special Education, or Alternative Education centers that provide specialized instruction or training of students officially enrolled at other schools.

3. RE: END OF YEAR (EOY) MEMBERSHIP DATA

End-of-year membership statistics are used to calculate school and division level dropout rates. These statistics are now reported to the Department of Education on the Promotion/Retention table of the Annual School Report - Statistical Section. The 1999-2000 Report of Dropouts is the last reporting period that will use end-of-year membership in calculating dropout rates. Beginning with the 2000-2001 Report of Dropouts, the dropout rate will be based on the September 30th membership.

4. SHOULD SCHOOLS SUBMIT THEIR REPORTS DIRECTLY TO THE DEPARTMENT?

Schools should not submit their reports directly. Please submit all school level sheets within one Excel workbook or ASCII file to the Department of Education. Review the report for completeness and accuracy prior to submission, and maintain a copy of the school division's dropout report in the office of the contact person. Following these steps should significantly reduce the number of errors that are encountered, and speed the resolution of those that are discovered

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ASCII FILE STRUCTURE FOR DROPOUTS (99-00)

"A" Record				
(Header Record)				
Position		Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = A
2	2	1	Report Type	T= Test, R= Resubmit, A= Actual
3	10	8	Data Collection Name	Uppercase; constant = "DROPOUTS"
11	14	4	Beginning School Year	Four-digit year for beginning of school
15	17	3	Division Number	Leading zeroes must be included, i.e. 005
18	37	20	Division Name	Uppercase, i.e. ACCOMACK COUNTY
38	57	20	Division Contact Last Name	Last name of division contact for Dropout report
58	77	20	Division Contact First Name	First name of division contact for Dropout report
78	97	20	Division Contact Middle Name	Middle name of division contact for Dropout report
98	102	5	Division Contact Name Suffix	Name suffix, i.e. Jr., Sr., III
103	107	5	Division Contact Name Title	Name title, i.e. Dr. Mr. Ms.
108	157	50	Division Contact Position Title	Position title, i.e. Director, Coordinator, etc.
158	167	10	Division Contact Phone Number	Area code plus 7-digit number, i.e. 8042252099
168	177	10	Division Contact Fax Number	Area code plus 7-digit number, i.e. 8042252099
178	217	40	Division Contact E-mail Address	E-mail address of division contact for Dropout report, i.e. jchristo@mail.vak12ed.edu
218	247	30	Mailing Address (1)	First line of address
248	277	30	Mailing Address (2)	Second Line if there is one
278	302	25	City	City, County or Town
303	304	2	State	VA
305	309	5	Zip Code (1)	First 5 numbers of the Zip Code
310	313	4	Zip Code (2)	Second 4 numbers of Zip Code if available

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"B" Record				
Dropouts by Grade, Gender and Ethnicity				
Position		Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = B
2	5	4	School Number	Leading zeroes must be included, i.e. 0080
6	7	2	Grade Level	2 character Code, e.g. "07", "12", "UG"
8	8	1	Gender	M = Male F = Female
9	10	2	Ethnicity	= row number in table; See Dropdown Sheet, M139
11	14	4	Count	Leading zeroes must be included, i.e. 0050

"C" Record				
Dropouts by Grade, Gender and Reason				
Position		Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = "C"
2	5	4	School Number	
6	7	2	Grade Level	Leading zeroes must be included, i.e. 0080
8	8	1	Gender	M = Male F = Female
9	10	4	Reason	= row number in table; See Dropdown Sheet, M139
11	14	4	Count	Leading zeroes must be included, i.e. 0050

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"D" Record				
Other Counts				
Position		Field		
First	Last	Length	Field Name	Details
1	1	1	Record Type	Constant = D
2	5	4	School Number	Leading zeroes must be included, i.e. 080
6	9	4	3a Count	Leading zeroes must be included, i.e. 0050
10	13	4	3bCount	Leading zeroes must be included, i.e. 0050
14	17	4	4 Count	Leading zeroes must be included, i.e. 0112
18	21	4	5 Count	Leading zeroes must be included, i.e. 0123

Ethnicity Codes	
10	American Indian/Alaska Native
20	Asian/Pacific Islander
30	Black/Not of Hispanic Origin
40	Hispanic
50	White

Reason Codes	
10	Achievement
20	Behavior
30	Health
40	Family
50	Financial
60	Employment
70	Moved

Other Codes	
3a	Enrolled in Special Education programs
3b	Finished a vocational program
4	Year end membership of Special Ed Students---grades 7-12 and ungraded 12 or older as of 1/1
5	Counted as dropouts during previous school year but returned in the school year after being counted (including summer school)

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PROPOSED ASCII FILE STRUCTURE FOR DROPOUTS (99-00)

"A" RECORD				
(Header Record)				
Position		Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = A
2	2	1	Report Type	T= Test, R= Resubmit, A=Actual
3	10	8	Data Collection Name	Uppercase; constant = "DROPOUTS"
11	14	4	Beginning School Year	Four-digit year for beginning of school
15	17	3	Division Number	Leading zeroes must be included, i.e. 005
18	37	20	Division Name	Uppercase, i.e. ACCOMACK COUNTY
38	57	20	Division Contact Last Name	Last name of division contact for Dropout report
58	77	20	Division Contact First Name	First name of division contact for Dropout report
78	97	20	Division Contact Middle Name	Middle name of division contact for Dropout report
98	102	5	Division Contact Name Suffix	Name suffix, i.e. Jr., Sr., III
103	107	5	Division Contact Name Title	Name title, i.e. Dr. Mr. Ms.
108	157	50	Division Contact Position Title	Position title, i.e. Director, Coordinator, etc.
158	167	10	Division Contact Phone Number	Area code plus 7-digit number, i.e. 8042252099
168	177	10	Division Contact Fax Number	Area code plus 7-digit number, i.e. 8042252099
178	217	40	Division Contact E-mail Address	E-mail address of division contact for Dropout report, i.e. jchristo@mail.vak12ed.edu
218	247	30	Mailing Address (1)	First line of address
248	277	30	Mailing Address (2)	Second Line if there is one
278	302	25	City	City, County or Town
303	304	2	State	VA
305	309	5	Zip Code (1)	First 5 numbers of the Zip Code
310	313	4	Zip Code (2)	Second 4 numbers of Zip Code if available

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"B" Records				
Dropouts by Grade, Gender and Ethnicity				
Position	Position	Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = B
2	5	4	School Number	Leading zeroes must be included, i.e. 0080
6	7	2	Grade Level	2 character Code , eg. "07", "12", "UG"
8	8	1	Gender	M = Male F = Female
9	10	2	Ethnicity	= row number in table; See Dropdown Sheet, M139
11	14	4	Count	Leading zeroes must be included, i.e. 0050

"C" Records				
Dropouts by Grade, Gender and Reason				
Position	Position	Field		
First	Last	Length	Field Name	Contents
1	1	1	Record Type	Constant = "C"
2	5	4	School Number	
6	7	2	Grade Level	Leading zeroes must be included, i.e. 0080
8	8	1	Gender	M = Male F = Female
9	10	4	Reason	= row number in table; See Dropdown Sheet, M139
11	14	4	Count	Leading zeroes must be included, i.e. 0050

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"D" Record				
Other Counts				
Position	Position	Field		
First	Last	Length	Field Name	Details
1	1	1	Record Type	Constant = D
2	5	4	School Number	Leading zeroes must be included, i.e. 080
6	9	4	3a Count	Leading zeroes must be included, i.e. 0050
10	13	4	3bCount	Leading zeroes must be included, i.e. 0050
14	17	4	4 Count	Leading zeroes must be included, i.e. 0112
18	21	4	5 Count	Leading zeroes must be included, I.e. 0123

Ethnicity Codes	
10	American Indian/Alaska Native
20	Asian/Pacific Islander
30	Black/Not of Hispanic Origin
40	Hispanic
50	White

Reason Codes	
10	Achievement
20	Behavior
30	Health
40	Family
50	Financial
60	Employment
70	Moved

Other Codes	
3a	Enrolled in Special Education programs
3b	Finished a vocational program
4	Year end membership of Special Ed Students---grades 7-12 and ungraded 12 or older as of 1/1
5	Counted as dropouts during previous school year but returned in the school year after being counted (including summer school)

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"Z" Record				
Trailer Record				
Position	Position	Field		
First	Last	Length	Field Name	Details
1	5	5	Record Type	Constant = <i>ZZZZZ</i>